

March 20, 2014

SUBJECT: Instructions for the Private High School Driver and Traffic Safety Education Program
Instructors
Third Party Testing Program

Listed below are the instructions each private high school and its instructors must follow in order to participate in the DTSE Program and Third Party Testing.

1. Read the entire website **including each form**.
2. Headmasters must complete and submit the DPS-DE-1 form to DPS. (Pam Shepard, P.O. Box 1471, Montgomery, AL 36102; Phone: 334-242-4252.)
3. DTSE Instructors must submit their certifications to DPS for verification prior to participating in the DTSE Program.
4. Each private high school administrator must complete and submit a W-9 form to DPS Accounting Department. (P.O. Box 1471, Montgomery, AL 36102, Attention: Cathy Jones)
 - a. Provide a point of contact for the VPN Account. (DTSE Instructor)
 - b. Choose method of billing (Electronic or U.S. Postal Service). Access to DPS domain (VPN) is \$30 per month.
 - c. Select a billing cycle (9 month or 12 month academic year). Invoice will be sent once a year.
5. The DTSE Instructor must have the student's Parent Permission form completed and signed.
6. DTSE Instructors must register online all students participating in the DTSE and Third Party Testing Program, but only approve students who successfully pass the Third Party Skills test.
7. DTSE Instructors must follow the Administration of the DTSE Program.
8. For the Third Party Testing Program, DPS must approve the driving skills testing route.
9. DTSE Instructors must comply with the Third Party Testing information form.

When a private high school submits a W-9 and the instructor's certifications are verified, the instructor will receive an email with instructions on using the online registration (VPN) system.